

**PUBLIC MEETING OF COUNCIL  
JANUARY 12<sup>TH</sup>, 2023**

A public council meeting was held at the Town of Stephenville Town office on Thursday January 12, 2023. The meeting was also streamed.

Present	Tom Rose	Mayor, Chair
	Susan Fowlow	Deputy Mayor
	Laura Aylward	Councillor
	Tracy Boland	Councillor
	Tristan Hulan	Councillor
	Lenny Tiller	Councillor
	Myra White	Councillor

Staff: Colin Maddock, Chief Administrative Officer  
Jennifer Brake, Town Clerk

**CALL TO ORDER**

Mayor Rose called the meeting to order called the meeting to order at 7:07 PM

**APPROVAL OF AGENDA JANUARY 12, 2023**

**23-01** Boland/White  
Be it Resolved that the agenda be approved as presented.  
In Favor: 7  
Opposed: 0 Motion Carried

**APPROVAL OF MINUTES**

**23-02** Tiller/Fowlow  
Be it Resolved that the minutes of December 20, 2022, public council meeting be approved as presented.  
In Favor: 7  
Opposed: 0 Motion Carried

**23-03** Boland/White  
Be it Resolved that the minutes of Privileged Meeting of January 5, 2023 approved as presented.  
In Favor: 7  
Opposed: 0 Motion Carried

**MATTERS ARISING FROM MINUTES**

None

## **PROCLAMATIONS AND DELEGATIONS**

None

## **COMMITTEE REPORTS**

### **Finance Committee**

The Finance committee met on January 9<sup>th</sup>, 2023 and the following items were recommended for council approval.

#### **Approval for Line of Credit**

**23-04**

White/Fowlow

Be it Resolved that the Town of Stephenville is requesting approval from the Department of Municipal and Provincial Affairs to borrow from Royal Bank of Canada, St. John's NL in the amount of \$2,800,000 line of credit. The line of credit will be for a term of one year at variable rate of prime minus 0.5%. The minimum monthly payment will be \$5,000/month plus interest. The balance of (2,800,000) will be fully repaid in full by July 30, 2023.

In Favor: 7

Opposed: 0

Motion Carried

#### **Approval to Borrow- Sand Truck & Skid Steer Loader**

**23-05**

White/Aylward

Be it Resolved that the Town Council of Stephenville is requesting to borrow \$354,116.40 from the Royal Bank of Canada, St. John's, NL for the following:

Capital Equipment – Municipal Share 100%

2022 Caterpillar DCA6 Skid Steer Loader \$ 107,467.22

2023 Freightliner Sand truck \$246,649.18

Net amount for Capital Equipment \$354,116.40

GST Rebate of \$36,377.01 paid out of town funds

Interest rate 6.24%, Monthly Payment \$5,331.40 , term of 5 years, amortization 7 years.

In Favor: 7

Opposed: 0

Motion Carried

**Approval to Borrow- Pleasant Avenue Phase 2, #17-GI-22-00001**

**23-06** White/Tiller

Be it Resolved that the Town Council of Stephenville is requesting to borrow \$226,513.00 from the Royal Bank of Canada, St. John's, NL for the following:

Project No. 17-GI-22-0001

Pleasant Avenue Reconstruction – Phase 2

Project costs \$1,248,922.00

Net Municipal Share of 20% \$226,513.00

GST Rebate of \$116,356.00 paid out of town funds

Interest rate of 6.24%, Monthly Payment \$2,593.90, term of 5 years, amortization 10 years.

In Favor: 7

Opposed: 0 Motion Carried

**Approval to Borrow- Blanche Brook Park, #17-CCR-21-00016**

**23-07** White/Boland

Be it Resolved that the Town Council of Stephenville is requesting to borrow \$203,158.08 from the Royal Bank of Canada, St John's, NL for the following:

Project No.17-CCR-21-00016, Playground Blanche Brook Park

Project Cost \$504,664.00 plus project costs overruns \$55,824.50

Net Municipal Share of 33.33%

\$152,534 plus net cost overruns of \$50,534.08 = \$203,158.08

GST Rebate of \$52,217.42 paid out of town funds

Interest rate of 6.24%, Monthly Payment \$2,326.45, term of 5 years, amortization 10 years.

In Favor: 7

Opposed: 0 Motion Carried

**Rescind Motions**

**23-08** White/Hulan

Requesting approval to rescind Motion No 22-373, Motion No. 22-374, Motion No. 22-375

In Favor: 7

Opposed: 0 Motion Carried

**Grant, Retention Program Western Health- Royal Canadian Legion**

**23-09** White/Boland

Be it Resolved to approval a grant in the amount of \$15,000 to the Royal Canadian Legion to deliver program benefits for Western Health Retention Program.

In Favor: 7

Opposed: 0 Motion Carried

**Donation, Christmas Community Café**

**23-10** White/Boland  
Be it Resolved to give a donation in the amount of \$500.00 to The Southwestern Newfoundland Housing Stability Initiative toward the Christmas Community Café.  
In Favor: 7  
Opposed: 0 Motion Carried

**Sponsorship- ArtsNL TV Show "Home Is Where the Art Is"**

**23-11** White/Aylward  
Be it Resolved to approve a sponsorship to "Home is Where the Art is 2022 Co Ltd in the amount of \$7500.00 plus HST.  
In Favor: 7  
Opposed: 0 Motion Carried

**Property Tax**

**23-12** White/Fowlow  
Be it Resolved to approve Property Tax write offs in the amount of \$25,336.64.  
In Favor: 7  
Opposed: 0 Motion Carried

**Water and Sewer Tax**

**23-13** White/Tiller  
Be it Resolved to approve Water and Sewer Tax adjustments in the amount of \$1,736.93.  
In Favor: 7  
Opposed: 0 Motion Carried

**Business Tax**

**23-14** White/Aylward  
Be it Resolved to approve Business Tax write offs in the amount of \$1,060.00 and adjustment of \$933.63.  
In Favor: 7  
Opposed: 0 Motion Carried

**Expense Cheque Listing December 2022**

**23-15** White/Fowlow  
Be it Resolved to pay expense cheque listing for December 2022 totaling \$473,968.20.  
In Favor: 7  
Opposed: 0 Motion Carried

### Council Expense Claims

1	TOM ROSE	ST. JOHN'S WORLD ENERGY DINNER INVITE	394.26
2	TOM ROSE	EXPENSE DINNER LAKE CITY	642.37
3	TOM ROSE	Roaming /Cell Charges - Germany Travel	498.14
4	TOM ROSE	Roaming/Cell Charges - EU Lake City	532.87
5	TOM ROSE	Travel EU FUNDED INCLUSION PROGRAM	347.44
6	TRACY BOLAND	MATERIALS-CHRISTMAS ADVENTURE	188.03
7	TRACY BOLAND	SUPPLIES-CHRISTMAS ADVENTURE	271.35

Due to conflict-of-interest Mayor Rose left the council table for items number 1-5, Deputy Mayor Fowlow assumed chairperson

**23-16** White/Aylward  
Be it Resolved that the council expense claims number 1 through 5 for Tom Rose be approved as listed.  
In Favor: 6 Deputy Mayor Fowlow, Councillor Aylward,  
Councillor Boland, Councillor Hulan, Councillor Tiller,  
Councillor White  
Opposed: 0 Motion Carried

The Mayor returned to the council table and resumed as chair.

Due to conflict-of-interest Tracey Boland left the council table for number 6-7

**23-17** White/Hulan  
Be it Resolved that the council expense claims number 6 and 7 for Tracy Boland be approved as listed.  
In Favor: 6 Mayor Rose, Deputy Mayor Fowlow, Councillor Aylward,  
Councillor Hulan, Councillor Tiller, Councillor White  
Opposed: 0 Motion Carried

### Grant – Caribou Curling Club

**23-18** White/Fowlow  
Let it Resolved that council approval a grant to the Caribou Curling Club in the amount of \$10,000.00.  
In Favor: 7  
Opposed: 0 Motion Carried

### Grant- Regional Aquatic Centre

**23-19** White/Boland  
Requesting approval to provide a Grant to the Regional Aquatic Centre in the amount of \$20,000.00.  
In Favor: 7  
Opposed: 0 Motion Carried

**Request for Funding- Stephenville Airport Corporation**

**23-20**

White/Aylward

Be it Resolved to approve funding to the Stephenville Airport Corporation in the amount of \$50,000.00.

In Favor: 5 Mayor Rose, Deputy Mayor Fowlow, Councillor Aylward, Councillor Boland, Councillor White

Opposed: 2 Councillor Hulan, Councillor Tiller

Motion Carried

Councillor Tiller opposed because there is currently no cost recovery and still no definitive date for the sale. Councillor Boland, Councillor White and Councillor Aylward stated the air ambulance service is important enough to vote yes. Mayor Rose stated the airport is viable to the economics for the town, noting its importance to World Energy, Carl Dymond, the Military, international, business attraction, air ambulance and Canadian coast guard.

**Approval to Travel FCM's Sustainable Communities Conference**

**23-21**

White/Aylward

Due to conflict of interest, Mayor Rose left the council table, and Deputy Mayor assumed role as chair.

Be it Resolved to approve Mayor Tom Rose to attend Federation of Canadian Municipalities Sustainable Communities Conference in Ottawa dated February 7<sup>th</sup>-10<sup>th</sup>, 2023.

In Favor: 5 Deputy Mayor Fowlow, Councillor Aylward, Councillor Boland, Councillor Hulan, Councillor White

Opposed: 1 Councillor Tiller

Motion Carried

Mayor Rose returned to the council table and resumed as chairperson

**Approval to Award- RFP 2022-007 Municipal Growth Plan Consulting Services**

**23-22**

White/Tiller

Be it Resolved to award RFP 2022-007 Municipal Growth Plan Consulting Services to UPLAND Planning and Design Studio in the amount of \$57,500.00 HST Included.

In Favor: 7

Opposed: 0

Motion Carried

**Approval to Hire - Fire Chief**

**23-23**

White/Tiller

Be it Resolved that the Town of Stephenville Council approve to hire Steve Morris in the position of Fire Chief for the Town of Stephenville.

In Favor: 7

Opposed: 0

Motion Carried

**PLANNING & TRAFFIC COMMITTEE**

**44 Queen Street-Pet Valu**

**23-24** Aylward/White

Be it Resolved to approve a permit to operate a pet food and supplies retail store and erect a sign on the building located at 44 Queen Street.

In Favor: 7

Opposed: 0 Motion Carried

**101-107 Georgia Drive**

**23-25** Aylward/White

Be it Resolved to approve permit to remove curb to extend & create parking spaces and repair and replace roofing materials on 5 canopies on the building located at 101-107 Georgia Drive.

In Favor: 7

Opposed: 0 Motion Carried

**1-5 Neptune Drive – Janice Kennedy CPA Professional Corporation**

On motion by Councillor Aylward, Seconded by Councillor Boland, Be it Resolved to approve a permit to operate an accounting firm practice and erect a sign on the building located at 1-5 Neptune Drive.

Council did not vote on the motion put forward; therefore the motion was not approved.

**44 Queen Street – Toulon Development Corporation**

**23-26** Aylward/Hulan

Be it Resolved to approve permit to repair loading door located at rear entrance of building located at 44 Queen Street.

In Favor: 7

Opposed: 0 Motion Carried

**Traffic - No Left Turn**

**23-27** Aylward/Hulan

Let it be Resolved that the Town Council of Stephenville temporary prohibit left turn out of the access from Gallant Street, located next to Mary Brown's, onto West Street

In Favor: 7

Opposed: 0 Motion Carried

Question called by Deputy Fowlow, inquiring what research was completed to arrive at this decision. In response Mayor Rose stated discussion took place at the planning committee with director of public works in attendance, feedback from RCMP and principal from primary school. Noting this is a temporary safety measure for the children until crosswalks can be moved. The Chief Administrative Officer also stated this is a

temporary measure and there will be more discussions with the school and RCMP to ensure we are proceeding with safety in mind and traffic flow.

### Town of Stephenville Mission Statement

**23 – 28**

Aylward/Hulan

Let it be Resolved to approve to adopt a new mission statement for the Town of Stephenville as presented.

In Favor: 7

Opposed: 0 Motion Carried

### **Request for Proposal – Short Term Lease Industrial Building 1 Connecticut Drive**

**23 – 29**

Aylward/Boland

Be it Resolved to approve to issue Request for Proposal for Short Term Lease of the Industrial Building located at 1 Connecticut Drive.

In Favor: 7

Opposed: 0 Motion Carried

**23-30**

on Motion by Councillor Aylward, and seconded by Councillor Tiller, be it resolved that management write Toulon Development Corp to request a meeting to discuss renovation and upgrading to the mall.

In Favor: 7

Opposed: 0 Motion Carried

### **BY-LAWS AND REGULATIONS**

None

### **UNFINISHED BUSINESS**

Councillor Boland - reminded residents that the Town of Stephenville has fire work regulations in place.

### **NEW BUSINESS**

Mayor Rose stated that council has been invited to the grand opening of a new marine and industrial company that has opened in Stephenville.

### **NOTICE OF MOTION**

NONE

**ADJOURNMENT**

**23 - 31**

Boland/White

Resolved that since there is no further business the meeting adjourned at 8:09 pm

In Favor: 7

Opposed: 0

Motion Carried

---

**MAYOR**

---

**TOWN CLERK**